

Clayton County 911 Service Board

Minutes

March 27, 2025

Call Meeting to Order

Meeting was called to order at 1830 by Chair Joe Zittergruen.

Members Present

Samantha Rumph (911 Coordinator), Marcus Kahrs (St. Olaf), Nioka Schroeder (Garber), Darren Nading (Volga), Joe Zittergruen (Chair, Guttenberg), Doug Reimer (Board of Supervisors), Dean Courtnage (Vice Chair, Strawberry Point), Jeremy Schmelzer (Garnavillo), Robert Millin (McGregor), Brent Ostrander (Sheriff's Office), & Sarah Moser (EMA).

Others present: Chris Scott

Approval of Agenda

Motion made by Sarah. Second by Dean. Motion carried unanimously.

Minutes of Previous Meeting

Meeting minutes from the previous meeting were sent out prior to the meeting for review. Approval of past minutes, motion made by Brent. Second by Marcus. Motion carried unanimously.

Budget hearing fiscal year 2025-2026

In surcharge, counties are seeing reductions and Samantha is planning revenue lines accordingly and conservatively. The refunds/reimbursements revenue line is the FAA rent being taken in at the Chicken Ridge tower.

Expenditures:

All lines were kept the same as what was discussed at the November 2024 meeting and/or follows 2024-2025 budget figures except for the following:

- Training line added in the amount of \$500 for APCO memberships for myself and one dispatcher. This was offered to all dispatchers and one opted into the membership. The membership offers access to webinars, trainings, and the latest news in 911 including legislative updates locally and nationally.
- 911 trunk circuit line was raised due to FCC regulations and tariffs.
- Telephone Equipment/Repair line includes EMD annual fee, Shieldware, MiPi, IAR, Eaton, and Zetron annual fee. Both Eaton and IAR contracts are due this year. These are on 3 year rotations, so next budget cycle this line item will not have these contracts included.
- Radio maintenance line – Added funds for tower electricity, fiber costs, tower rent, and annual Equature payment.

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- Removed the “other equipment” line and folded that into the telephone equipment line.
- Reduced the communications/tower line some as most big projects, like the dispatch remodel and EMD implementation are wrapped up.

County Contribution (Operating Fund)- Samantha presented the figures discussed at the November 2024 meeting to the Board of Supervisors in January 2025 and those were approved. A few weeks later, Samantha was informed by the auditor’s office the Board of Supervisors made a change and to increase the raise from 3% to 5% and adjust the benefits figures accordingly.

Motion made by Sarah to close public comment on the budget at 1846. Second by Dean.

Motion made by Darren to approve the proposed budget. Second by Jeremy. Motion carried unanimously.

911 Updates

Samantha reviewed recent legislative updates that affect 911. HSB104 did not make it out of subcommittee. This bill attempted to address the state 911 program funding issue, as the program will be out of money in 2026. The original bill was written to raise the 911 surcharge from \$1.00 to \$1.25 and was collaborated on by the 911 program manager and 911 professionals across the state. It also required the state to pick up wireline costs and then adjusted the percentage of wireline fees the state would take from the counties to balance that out. The governor’s office advised the state 911 program manager to re-write the bill and to fix the funding problem without raising the 911 surcharge. The version of the bill that was sent to subcommittee did not raise the surcharge, but took a significant amount of revenue from the counties. It also requires a state study on the possibility of consolidating PSAPs. All those that collaborated on the original bill asked their names be removed from it as this was not something they agree to and no registered parties filed as “for” the bill. Numerous 911 professionals reached out to their legislators that they were not in favor of this. Samantha reached out to Jason Gearhart and Mike Klimesh. There still could be something coming to address the funding through Ways & Means and Samantha will keep everyone updated on that. Samantha explained if they do not do something to solve this issue, the state could withhold our wireless surcharge all together which accounts for 2/3 of our budget. The surcharge has not been raised from \$1.00 since 2013 and what citizens get for that cost is a bargain. Samantha plans to do more education on what 911 surcharge is and what it funds in hopes the legislature will reconsider raising the fee. SF271 was introduced by Senator Klimesh, but was never

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assigned a subcommittee meeting date. This bill would've made voting rights available only to in county agencies on a 911 board instead of both in county and out of county agencies. HF951 would require the state 911 program to find \$2 million to repair and replace 911 equipment for counties with specific disaster circumstances. The 911 program manager did not have many details on this bill at the time it was introduced to the state 911 council as he had just been made aware of it. HSB198 did not receive a committee hearing. This bill would've allowed private entities, such as security companies, onto the ISICS system for free.

The radios for the command van are going to 10-33 Vehicles for installation on March 29th. The decals are done and the rest of the installation is occurring now. Samantha and Sarah are hoping to have it back in time for the fair. Joe advised the Fire Association is bringing in a fire safety trailer to park near the command van this year. They can do drills for the public in it and education on things such as kitchen fires. He will be speaking with the Fair Board to ensure there's adequate space for it.

RAGBRAI's final stop is in Guttenberg this year on July 26th. Clayton County will continue to operate on the legacy radio system as though we are not going through the radio upgrade. There will be no changes in radio operations. RACOM can assist in providing extra radios if needed. Sarah advised the committee in charge of RAGBRAI to get her a number of radios needed and she can look into procuring them. The spare radios the 911 Coordinator currently has do not have the ISICS channels in them and will not be sufficient for the event. Sarah also advised the route through the county has not been released yet.

Samantha is continuing to work through addressing issues that arise. There have been a couple larger scale issues on 310th St and Hwy 76 recently and those are being taken care of. Issues continue to be found and resolved in the CAD system as well.

Samantha started a 911 Coordinator Facebook page to highlight 911, legislative issues, do 911 education, and promote the projects the 911 Board has done and continues to do. The meeting minutes from the time Samantha started to current date are also now uploaded to the Clayton County website.

Radio Project Discussion

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MCM Consulting was in Iowa March 25th and did site walks. There are a few notes to give Finish to come back and do and then the next time they're here, which should be in approximately a month, they'll do a final punch list, fly the drone, and sign off on the sites. Drone footage will be used to create photo and video records of each of the sites for the 911 Board. A site by site overview was given as follows:

- Guttenberg Water Tower – the corral has to be painted. USG has advised they are planning to be here in May sometime, however they have not committed to any dates. As long as everything is complete and ready for RACOM to install in May, the project is still on schedule. The anchor bolts still need to be completed as well, however that does not affect the schedule. The work just needs to be completed before the city can drain the tank. Samantha is looking into an alternate company to do the painting work on the corral as USG hasn't committed to a date and the timeline is tight. Approval was given by the city water authority, Dan Pierce to do so.
- Eagle Drive – the fence is up & rock is in. Alpine is ready to install the fiber. RACOM marked everything out for them and work will start next week sometime.
- NEIT – Currently waiting for Alliant to energize the shelter. Everything is almost complete here.
- CCSO –
 - Tower final costs came back and the spreadsheet of costs was reviewed.
 - Shelter cost increased \$18k, we needed a bigger shelter than was originally estimated for.
 - RACOM removed \$18,750 in project management, construction management, and engineering fees to offset the shelter increase.
 - Civil work increased \$38,000 from last year's original estimate
 - Adding the generator, pad, tank, and first fill increased the original estimate \$40,000
 - The 911 Board approved spending \$396,000 when the tower was initially approved. At this time, with the increases we are only spending approximately \$58,000 out of the 911 budget due to other areas Samantha found savings in the original contract. Samantha expects this number to decrease as well as we pick up more trade in credits on radios purchased.
 - The tentative start date for construction is April 21st.

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- Chicken Ridge – Samantha had the kick off meeting for this site with Finish and MCM. Finish started work at the site on March 17th.
- Paging – RACOM is working on scheduling staging for some equipment while they wait for Mimomax backhaul equipment to arrive.
 - Palmer Electric partly drilled into the legs at the Garber/Volga towers to attach a grounding plate. The legs are hollow and need to be remediated as RACOM says it compromised structural integrity. The original cost to put these towers up came in at less than half of what was quoted, so even with this repair the cost is well below what was budgeted for the towers.
 - Monona WT and Strawberry WT need ice bridges at some point. They don't currently have them and this work can wait until the end of the project to be completed if funds are of concern. Samantha will track this and approve work pending funds after the sheriff's office tower is complete.
- P25 equipment is going into staging area around 3/31 and will take approximately 8 weeks.

Samantha will be working on updating each site lease agreement with the new equipment list and legacy equipment removed to reflect an accurate record of what's at each site. These haven't been redone in over 10 years. They will be completed in the final stage of the project and given to each city for signature. It was discovered in band filters are now needed for the VRS now that we have frequencies secured. There was no way to know these were needed until the actual frequencies were secured. This cut into the savings Samantha found in the original contract and contributed towards the \$58,000 currently the 911 Board will need to put towards the radio project.

The sheriff's office requested Samantha check with RACOM on where they procured the generators for the project. The sheriff's office is looking to purchase a new one for their building.

Open Session/New Business:

None.

Motion to adjourn by Dean, second by Sarah. Motion carried unanimously.

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Meeting adjourned at 1936.